



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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20 April 2023

The Freedom of Information-Project Management Office (FOI-PMO)

Philippine Information Agency Building

Visayas Avenue, Diliman, Quezon City

To whom it may concern,

Greetings from the Mindoro State University!

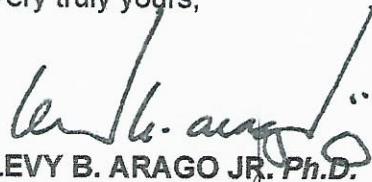
This is in connection with the email sent by Freedom of Information-Program Management Office (FOI-PMO) dated March 28, 2023, re; Request for Revision of FOI-PBB Requirements for 2022.

In particular, the office is **requesting to include provisions for the "No Wrong Door Policy"** (see attached FOI-MC No.21-05: Guidelines on the Referral of Requested Information, Official Records and Public Records to the Appropriate Government Agency Otherwise known as the "No Wrong Door Policy for FOI"). We regret to inform you, that revision of MinSU FOI Manual will take time because this will be brought to Administrative Council meeting for presentation and finally for approval of the governing board of the University. Immediate action relative thereto was made by issuing an office order creating the MinSU FOI Review and appeals committee to spearhead the revision of the manual, specifically the **inclusion of provision of "No Wrong Door Policy"**.

Further, we respectfully request revalidation of the compliance reports.

Thank you very much and we are hoping for your positive response on this matter. We have attached documents for your reference. For other information, our Records Officer, Mr. Melgar G. Fadriquehan, is willing to discuss with you at your most convenient time. You may reach us at mobile number, 0975-738-2645.

Very truly yours,



LEVY B. ARAGO JR. Ph.D.
University President



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March 31, 2023

MRS. FILOMENA P. REYES

Chief Administrative Officer

This University

Mam Reyes,

Greetings!

This is in connection with the attached email sent by Freedom of Information-Program Management Office (FOI-PMO) dated March 28, 2023, re; Request for Revision of FOI-PBB Requirements for 2022.

In particular, the office is **requesting to include provisions for the "No Wrong Door Policy"** (see attached FOI-MC No.21-05: Guidelines on the Referral of Requested Information, Official Records and Public Records to the Appropriate Government Agency Otherwise known as the "No Wrong Door Policy for FOI"). I think Mam, this requires endorsement from the Administrative Council for approval of the Board of Regents. Since this is an administrative matter, I am respectfully endorsing this to your good office. I do believe that you can facilitate this request being the lead person in the crafting of this manual in the year 2016.

For your information, we are only given until today, **March 31, 2023** to submit our revised FOI requirements, and it is uncertain because it requires approval of the MinSU-BOR. However, I had called-up the FOI-PMO office and appealed to give time until April 16, 2023 and verbally agreed

Kindly treat this letter as **URGENT** needing immediate action of the management.

Thank you very and I am hoping for your positive response on this matter. I have attached documents for your reference. For other information, the undersigned is very much willing to discuss it to you at your convenient time.

Very truly yours,

MELGAR G. FADRIQUEZAN
FOI-Receiving Officer

Received by:

4/3/2023

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



OFFICE ORDER

No. 16, s. 2023

TO : ALL CONCERNED

SUBJECT : CREATION OF THE FREEDOM OF INFORMATION (FOI) APPEALS AND REVIEW COMMITTEE

DATE : 11 APRIL 2023

In the exigency of service, the *Freedom of Information (FOI) Appeals and Review Committee* in compliance with Executive Order No. 02, s. 2016 (Operationalizing in the Executive Branch of the People's Constitutional Right to Information and the State Policies of Full Public Disclosure and Transparency in the Public Service) is hereby created with the following composition:

NAME	DESIGNATION
DR. LEVY B. ARAGO JR. University President	Chairperson
DR. GENELITA E. HERNANDEZ University and Board Secretary	Co-Chairperson
DR. NEMESIO H. DAVALOS Vice-President for Academic Affairs	Decision Maker
DR. CHRISTIAN ANTTHONY C. AGUTAYA Vice-President for Research, Extension and Development	Decision Maker
MS. JOELENE C. LEYNES Vice-President for Administration and Finance	Decision Maker
MS. FILOMENA P. REYES Chief Administrative Officer	Member
MS. MARY ANN M. HERNANDEZ Director for Planning, Monitoring and Evaluation	Member
MS. MELLANY A. TOLENTINO Director for Internal Quality Assurance	Member
MR. PAOLO MICHAEL L. LAFUENTE Director for Management Information System	Member
MR. HAROLD Y. BANGALISAN Data Protection Officer	Member
MS. ZEA FIEL V. SIGUE Administrative Officer IV (HRMO II)	Member
MR. MELGAR G. FADRIQUELAN Administrative Officer V (Records Officer III)	Receiving Officer-MinSU Main Campus
DR. MA. ARLYN M. REDUBLO Campus Executive Director	Receiving Officer-MinSU Calapan City Campus
DR. CIEDELLE P. SALAZAR Campus Executive Director	Receiving Officer-MinSU Bongabong Campus
MS. BELENA A. ORNEDO Designated-Records Officer-Calapan Campus	Secretariat
MR. RONALD F. GUTIERREZ Designated-Records Officer-Bongabong Campus	Secretariat
MS. MA. SHIELA M. MANSALAPUZ Planning Officer I	Secretariat

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Subject to existing laws, rules and regulations, the Committee is hereby directed to formulate the respective implementing guidelines in consideration to the nature of information in their custody/control and to create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

This designation does not entail additional compensation except those accruing to your present plantilla position subject to existing auditing rules and regulations.

This order shall take effect immediately and will remain enforced until otherwise revoked by the undersigned

For compliance

LEVY B. ARAGO, JR., Ph.D.
University President

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